

29 Feb 2016

Subj: INTERNAL CONTROL VALIDATION

To whom it may concern,

I, [5 USC 552 (b) (3),(6); 10 USC], certify that all dates and times listed on surveillance DVD files are accurate were turned over from myself to [5 USC 552 (b)(3),(6); 10 USC 130b].

For questions or concerns, I can be reached at [5 USC 552 (b)(3),(6); 10 USC 130b] or mobile [5 USC 552 (b)(3),(6); 10 USC 130b].

[5 USC 552 (b)(3),(6); 10 USC 130b]

ENCLOSURE (24)

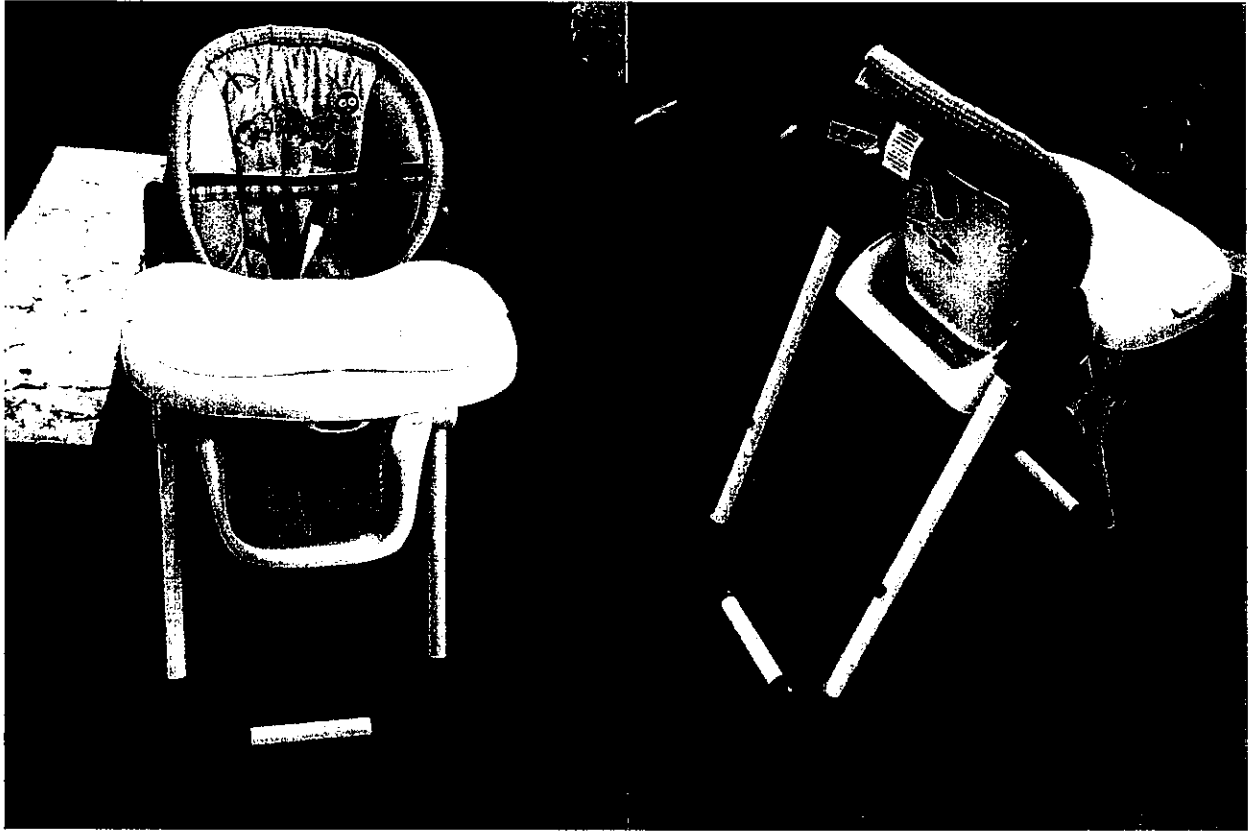


Photo taken by Investigating Officer, [5 USC 552 (b)(3),(6); 10
USC 130b]

Date: 5 Feb 2016

Time: 0945

Location: Main Exchange Parking Lot

ENCLOSURE (25)

Job Title: CONTRACT SPECIALIST NF-1102-04/RFT/ALL SOURCES
 Job ID: 16246
 Location: MCAS Iwakuni

[Return to Previous Page](#)

MCCS Job Opening Information



Position/Grade	CONTRACT SPECIALIST NF-1102-04		
Location	PURCHASING & CONTRACTING	Open Date	21 SEP 2015
Type of Appointment	REGULAR FULL TIME (35-40)	Close Date	09 OCT 2015
Who May Apply	ALL SOURCES	Salary	\$34,382.40-\$44,012.80
Hours of Operation	MONDAY-FRIDAY 07:30-16:30		
	<input checked="" type="checkbox"/> Background Check Required		

Job Summary

INTRODUCTION:

Marine Corps Community Services (MCCS) is looking for the best and brightest to join our Team! MCCS is a comprehensive program that supports and enhances the quality of life for Marines, their families, and others in the Marine Corps Community. We offer a team oriented environment comprised of military personnel, civilian employees, contractors and volunteers who keep the organization functioning smoothly and effectively. As a service-oriented organization, we never waver in our commitment to our Corps.

This position is located at MCAS Iwakuni, Support Division. Candidates selected for this position will serve as a Contract Specialist and will report to Contracting Officer.

ENTITLEMENTS: This recruitment does NOT come with any overseas allowances.

INTERVIEWS: Interviews will be conducted via Skype for candidates outside the local commuting area. Applicants will be required to respond to interview invitations within 48 hours of the invite.

Major Duties

MAJOR DUTIES: Contracts for a wide variety of equipment, supplies and services varying from simple to complex procurement actions for Marine Corps Community Services (MCCS). Reviews and analyzes requests for procurement to determine adequacy and compliance with Nonappropriated Fund (NAF) procurement policies and ensures the certification of funds availability. Coordinates with the requiring activity on the development of contractually acceptable specifications and work statements. Develops procurement plans and decides the contract strategy to be used for assigned procurements. Obtains legal, technical, and other necessary reviews and approvals to complete procurement actions. Analyzes risk and determines course of action in coordination with management on complex procurement issues. Ensures competition is sought to the maximum extent possible and when not possible coordinates non-competitive requirements with requiring activity and Branch Head or higher-level supervisor.

Determines availability of potential suppliers and develops new sources of supply. Reviews contract terms, technical specifications, and identifies special requirements. Interprets and applies DoD, DoN, and USMC NAF procurement rules and regulations. Issues requests for information, quotations, and proposals. Safeguards the content of quotations and proposals to ensure integrity of the procurement process. Evaluates initial responses, conducts price evaluations, coordinates technical evaluations, scores and validates price and technical data, and negotiates contract terms. Prepares findings and determinations memorandum documenting basis for contract award. Executes contracts in accordance with warranted procurement authority or completes procurement actions under guidance of contracting officer. Responds to protest of contract awards, contractor complaints, and inquiries relating to procurement actions. Conducts post award conferences and debriefings.

Administers assigned contracts to include negotiations, modifications, requests for corrective actions, preparation of termination notices, and resolution of disputes. Approves partial/final payments and contract close-outs. Makes decisions on disputed claims based on analysis of facts and advice of Counsel. Maintains contract files pertaining to all phases of procurement from solicitation through contract award, post award administration, and final retirement of files. Composes clear, concise and effective original correspondence and memoranda. Monitors organizational participation in system-wide contracts and joint contracts with Sister Services, as required. Provide technical assistance and policy guidance to field activities.

Complies with DoD Joint Ethics Regulation including annual ethics training and submission of confidential financial disclosure form. Meets ongoing professional education and procurement training requirements. If appointed as a cardholder under the purchase card program must comply with applicable training and testing.

Provides World Class Customer Service with an emphasis on courtesy. Assists customers and communicates in a professional manner. Asks questions to determine, verify and solve problems quickly. When barriers to problem resolution are encountered, alerts a higher-level supervisor for assistance. Adheres to established standards of actively supporting the principles of the EEO program and prevention of sexual harassment.

Adheres to safety regulations and standards. Uses any required safety equipment, and observes safe work procedures. Promptly reports any observed workplace hazards, and any injury, occupational illness, and/or property damage resulting from workplace mishaps to the immediate supervisor. Performs other related duties as assigned.

Qualifications

MINIMUM QUALIFICATIONS:

- BACHELORS DEGREE in contracting, acquisition planning, or a business related field appropriate to the work of position.
- OR minimum 3 years demonstrated experience in the occupation, or a related field or work area that demonstrates that the applicant has acquired the knowledge, skill, and abilities equivalent to that gained in the above,

ENCLOSURE (26)

- OR an appropriate combination of education and experience that demonstrates possession of knowledge and skill equivalent to that gained in the above.
- Demonstrated knowledge of federal, state and/or local contract laws, regulations and commercial business practices and procedures applicable to the acquisition of a variety of requirements.
- Demonstrated knowledge of various types of contracts, methods of contracting and strategies to conduct negotiations in pre-award and post award phases of contracting.
- Demonstrated knowledge of programing objectives sufficient to identify sources, analyze financial data, review contract proposal, determine contractor responsibility and administer complex contract requirements.

PREFERRED QUALIFICATIONS:

- Bachelor's Degree AND 3 year experience is preferred.

ADDITIONAL CONDITIONS OF EMPLOYMENT:

- See minimum qualifications.

WORKING CONDITIONS:

- This is white-collar position where occasional lifting up to 20 lbs may be required.

How To Apply

All applications *must* be submitted online via the MCCS Careers website: www.usmc-mccs.org/careers

Resumes/applications emailed or mailed will not be considered for this vacancy announcement. To be considered for employment, the application or resume must be submitted online by 11:59 PM (EST) on the closing date of the announcement.

NOTE: It is the applicant's responsibility to verify that information entered, uploaded, or submitted is received, legible and accurate. To check the status of your application or return to a previous or incomplete application, log into your MCCS user account and review your application status. HR will not modify applications, resumes, or answers submitted by any applicant.

If signed forms and documents cannot be submitted electronically, applicants may bring the completed paperwork to the MCCS Human Resources Office located in Bldg. 410 Rm. 210. Forms will be scanned and uploaded to the application database. All supporting forms and documentation must be submitted prior to the close of each vacancy.

REQUIRED DOCUMENTS:

1. Resume and/or application
2. OF-306 (All completed applications *must* include the signed OF-306 form at the time of submission)
3. Education/certification certificate(s) AND/OR transcripts (if applicable)
4. DD-214 Member 4 copy (if applicable)
5. Preference Eligibility Registration (if applicable)

HIRING ELIGIBILITY:

AREA OF CONSIDERATION	ELIGIBILITY
All Sources- Open to SOFA and Non-SOFA Status	U.S. citizens (minimum age 21) AND SOFA-sponsored ITIN holders

"SOFA" (Status of Forces Agreement) status refers to immigration status as defined by the U.S.-Japan Status of Forces Agreement to remain under a military or civilian component of the U.S. Forces, Japan. Non-SOFA Individuals must meet eligibility requirements and authorization prior to having command sponsorship granting SOFA status by MCCS Iwakuni.

ORDER OF HIRING PREFERENCE:

**Hiring preference categories are not applicable to positions NF-04 and above.

- **CATEGORY 1: Military Spouses** – Spouses of active duty military members of the Armed Forces stationed in foreign areas (applicable to CT, CY, and NF-03 and below positions).
- **CATEGORY 2: Transition Assistance Employment Preference** – Members of the Armed Forces, and their dependents who were involuntarily separated, as defined in 10 USC 1141; who separated under the Special Separation Benefit (SSB), as defined in 10 USC 1174a; or who separated under the Voluntary Separation Incentive (VSI), as defined in 10 USC 1175 (applicable to CT, CY, and NF-03 and below positions).
- **CATEGORY 3: Family Members in Foreign Areas** – Family members of active duty military members and civilian employees stationed in foreign areas (applicable for all positions).

Family members that are non-U.S. citizens must have a valid Individual Tax Identification Number (ITIN) or a Social Security Number (SSN) at the time of application. A background check from their country of origin may be requested if the family member has not resided in the United States prior to accepting a tentative offer of employment.

More than one selection may be made from this vacancy without re-advertising the position. Management reserves the right to consider

other appropriate noncompetitive sources to fill vacant positions.

Closing Statement

APPLICANT EVALUATION:

In order to receive consideration for this position, applicants must possess the knowledge, skills, and abilities needed to perform the duties of this position. If no applicant meets minimum qualifications, minimum qualifications may be lowered without re-announcing the position.

All information included in the resume and/or application is subject to review and verification. HR will review your resume and supporting documentation to ensure you meet the minimum qualification requirements. If, after reviewing your resume and/or supporting documentation, a determination is made that you have misrepresented your qualifications and/or experience, you may lose consideration for this position and, if you're already an employee, you may be subject to disciplinary action up to and including removal from Federal service.

GENERAL INFORMATION:

As part of the employment process, Human Resources Division may obtain a Criminal Record Check and/or an Investigative Consumer Report. Employment is contingent upon the successful completion of a National Agency Check and Inquiries (NACI).

Applicants are assured of equal consideration regardless of race, age, color, religion, national origin, gender, GINA, political affiliation, membership or non-membership in an employee organization, marital status, physical handicap which has no bearing on the ability to perform the duties of the position. This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

It is Department of Navy (DON) policy to provide a workplace free of discrimination and retaliation. The DON No Fear Act policy link is provided for your review: <https://www.donhr.navy.mil/NoFearAct.asp>.

** Direct Deposit is mandatory as a condition of employment for all appointments to positions within MCCS.

This activity is a Drug-free workplace. The use of illegal drugs by NAF employees, whether on or off duty, cannot and will not be tolerated. Federal employees have a right to a safe and secure workplace, and Marines, sailors, and their family members have a right to a reliable and productive Federal workplace.

Favorites Main Menu Recruiting Find Job Openings





Home Add to Favorites Sign out

Manage Applicant: [5 USC 552 (b)(3),(6); 10 USC 130b]

Name: [5 USC 552 (b)(3),(6); 10 USC 130b] Applicant Type: Employee
Applicant ID: 198078 POI Type: Unknown
Contact: EMail Status: 010 Active
Phone: [5 USC 552 (b)]
Email: [5 USC 552 (b)(3),(6); 10 USC 130b]

Take Action: Select Action... Go [Previous Applicant](#) | [Next Applicant](#) | [Return to Applicant List](#)

Applicant Activity Contact Notes Applicant Data
Current Status [Interview Schedule/Evaluation](#) [Expenses](#)
Applicant Activity

Job Opening	Disposition	Last Updated	Resume
CONTRACT SPECIALIST NF-1102-04/RFT/ALL SOURCES - 16246	020 Applied	10/08/2015 9:55AM	
CONTRACT SPECIALIST NF-1102-04/RFT/ALL SOURCES - 16246	020 Applied	10/08/2015 9:55AM	
CONTRACT SPECIALIST NF-1102-04/RFT/ALL SOURCES - 16246	030 Screen	10/13/2015 11:31PM	
CONTRACT SPECIALIST NF-1102-04/RFT/ALL SOURCES - 16246	110 Reject	02/10/2016 12:57AM	

[View Current Activities](#)

Applicant Activity [Contact Notes](#) [Applicant Data](#)
Current Status [Interview Schedule/Evaluation](#) [Expenses](#)

Take Action: Select Action... Go [Previous Applicant](#) | [Next Applicant](#) | [Return to Applicant List](#)

ENCLOSURE 27



Master
Screening List

JOB ID #: 16246

Position Title: Contract Specialist

Branch: Purchasing and Contracting

Grade/ Status: NF-04/RFT/All Sources

Screening Date: 10/15/2015

Applicant Name	Category Preference	Minimum Quals 1	And / Or	Minimum Quals 2	Preferred Quals	Cert 1	Cert 2	Cert 3
		BACHELORS DEGREE in contracting, acquisition planning, or a business related field appropriate to the work of position, OR minimum 3 years demonstrated			Bachelor's Degree AND 3 years experience is preferred.	(Preferred with Category)	(Preferred NO Category)	(Minimum Quals Only)
[5 USC 552 (b)(3),(6); 10 USC 130b]	Non SOFA	Y			N	N	N	Y
[5 USC 552 (b)(3),(6); 10 USC 130b]	SOFA	N						
[5 USC 552 (b)(3),(6); 10 USC 130b]	SOFA	N						
[5 USC 552 (b)(3),(6); 10 USC 130b]	CAT 3	Y			N	N	N	Y
[5 USC 552 (b)(3),(6); 10 USC 130b]	Non SOFA	N						
[5 USC 552 (b)(3),(6); 10 USC 130b]	Non SOFA	Y			N	N	N	Y
[5 USC 552 (b)(3),(6); 10 USC 130b]	Non SOFA	Y			N	N	N	Y
[5 USC 552 (b)(3),(6); 10 USC 130b]	Non SOFA	Y			N	N	N	Y
[5 USC 552 (b)(3),(6); 10 USC 130b]	Non SOFA	Y			N	N	N	Y
[5 USC 552 (b)(3),(6); 10 USC 130b]	Non SOFA	Y			N	N	N	Y
[5 USC 552 (b)(3),(6); 10 USC 130b]	Non SOFA	Y			N	N	N	Y
[5 USC 552 (b)(3),(6); 10 USC 130b]	Non SOFA	Y			N	N	N	Y
[5 USC 552 (b)(3),(6); 10 USC 130b]	SOFA	Y			Y	N	Y	N
[5 USC 552 (b)(3),(6); 10 USC 130b]	SOFA	Y			Y	N	Y	N

Instructions: Circle AND or OR when indicating qualifications. Applicants should only be qualified for one NOT more than one cert. All blocks for each applicant are mandatory . CAT 1: Active Duty Military Spouses on orders to MCAS Iwakuni. CAT 2: Members of Armed Forces being voluntarily separated under the Special Separation Benefit or Voluntary Separation Incentive. CAT 3: Family Members of Active Duty Military and DoD civilian employees on orders to MCAS Iwakuni. SOFA: Individuals currently with SOFA status in Japan. NON SOFA: individuals currently without SOFA status.

ENCLOSURE (28)

Screened By: [5 USC 552 (b)(3),(6); 10 USC 130b]

Date: 15 OCT

Approved By: _____ Date: _____



Master
Screening List

JOB ID #:	16246
Position Title:	Contract Specialist
Branch:	Purchasing and Contracting
Grade/ Status:	NF-04/RFT/All Sources
Screening Date:	10/15/2015

Applicant Name	Category Preference	Minimum Quals 1	And / Or	Minimum Quals 2	Preferred Quals	Cert 1	Cert 2	Cert 3
		BACHELORS DEGREE in contracting, acquisition planning, or a business related field appropriate to the work of position, OR minimum 3 years demonstrated			Bachelor's Degree AND 3 years experience is preferred.	(Preferred with Category)	(Preferred NO Category)	(Minimum Quals Only)
[5 USC 552 (b)(3),(6); 10 USC 130b]	SOFA	Y			N	N	N	Y
[5 USC 552 (b)(3),(6); 10 USC 130b]	Non SOFA	N						
[5 USC 552 (b)(3),(6); 10 USC 130b]	Non SOFA	Y			N	N	N	Y
[5 USC 552 (b)(3),(6); 10 USC 130b]	Non SOFA	Y			Y	N	Y	N
[5 USC 552 (b)(3),(6); 10 USC 130b]	Non SOFA	Y			Y	N	Y	N
[5 USC 552 (b)(3),(6); 10 USC 130b]	Non SOFA	Y			N	N	N	Y
[5 USC 552 (b)(3),(6); 10 USC 130b]	Non SOFA	Y			N	N	N	Y

Instructions: Circle AND or OR when indicating qualifications. Applicants should only be qualified for one NOT more than one cert. All blocks for each applicant are mandatory . CAT 1: Active Duty Military Spouses on orders to MCAS Iwakuni. CAT 2: Members of Armed Forces being voluntarily separated under the Special Separation Benefit or Voluntary Separation Incentive. CAT 3: Family Members of Active Duty Military and DoD civilian employees on orders to MCAS Iwakuni. SOFA: Individuals currently with SOFA status in Japan. NON SOFA: individuals currently without SOFA status.

Screened By: [5 USC 552 (b)(3),(6); 10 USC 130b]

Date: 15 OCT 15

Approved By:

ENCLOSURE (18)
Date:

Applicant Name	Last Name	Disposition	Resume	Application	Updated
[5 USC 552 (b)(3),(6); 10 USC 130b]		Screen	Resume	Application	10/13/2015 11:31PM
		Reject	Resume	Application	10/14/2015 1:32AM
		Reject		Application	10/14/2015 1:46AM
		Screen	Resume	Application	10/13/2015 11:31PM
		Reject	Resume	Application	10/14/2015 1:56AM
		Screen	Resume	Application	10/13/2015 11:31PM
		Screen	Resume	Application	10/13/2015 11:31PM
		Screen	Resume	Application	10/13/2015 11:31PM
		Screen	Resume	Application	10/13/2015 11:31PM
		Screen	Resume	Application	10/13/2015 11:31PM
		Route	Resume	Application	10/14/2015 8:10PM
		Route	Resume	Application	10/14/2015 8:10PM
		Screen	Resume	Application	10/13/2015 11:31PM
		Reject	Resume	Application	10/14/2015 7:25PM
		Screen	Resume	Application	10/13/2015 11:31PM
		Route	Resume	Application	10/14/2015 8:10PM
		Route	Resume	Application	10/14/2015 8:10PM
		Screen	Resume	Application	10/13/2015 11:31PM
		Screen	Resume	Application	10/13/2015 11:31PM

Score	Points	Name	Disposition	Screening Result	Results Applied
33%	9	[5 USC 552 (b)(3),(6); 10 USC 130b]	030 Screen	Passed	Yes
4%	1		030 Screen	Passed	Yes
56%	15		030 Screen	Passed	Yes
56%	15		030 Screen	Passed	Yes
19%	5		030 Screen	Passed	Yes
11%	3		030 Screen	Passed	Yes
33%	9		030 Screen	Passed	Yes
41%	11		030 Screen	Passed	Yes
33%	9		030 Screen	Passed	Yes
19%	5		030 Screen	Passed	Yes
59%	16		030 Screen	Passed	Yes
26%	7		030 Screen	Passed	Yes
11%	3		030 Screen	Passed	Yes
56%	15		030 Screen	Passed	Yes
56%	15		030 Screen	Passed	Yes
4%	1		030 Screen	Passed	Yes
56%	15		030 Screen	Passed	Yes
11%	3		030 Screen	Passed	Yes
48%	13		030 Screen	Passed	Yes
19%	5		030 Screen	Passed	Yes

Certificate: 2

Return to HR by: 22 October 2015

28 OCT 2015

CERTIFICATES OF ELIGIBLES FOR : Contract Specialist/Purchasing and Contracting/1 RFT/ All Sources
/ ANN#16246

NF- 04	NA- _____	NS- _____	CY- _____	PAY : \$34,382.40- \$44,012.80	
APPLICANT'S NAME	PREF. ELIG.	TIME	APPLICANT'S NAME	PREF. ELIG.	TIME
[5 USC 552 (b)(3),(6); 10 USC 130b]	SOFA				
	SOFA				
	Non				
	SOFA				
	Non				
	SOFA				

HR Tech Initials/Date: AF 10/15/2015

Email Sent (Date): 10/15/2015

SELECTION ORDER OF HIRE PREFERENCE

SELECTEE(S) PAY COST CENTER #
1. [5 USC 552 (b)(3),(6); 10 USC 130b] [5 USC 552 (b)(3),(6); 10 USC 130b] 9018-01
2. [5 USC 552 (b)(3),(6); 10 USC 130b] [5 USC 552 (b)(3),(6); 10 USC 130b] 9018-01

(Internal use only)			
CP	HA		
Y N	Y N		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CP	HA		
Y N	Y N		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WAITING LIST SELECTEE(S) PAY COST CENTER #
1. [5 USC 552 (b)(3),(6); 10 USC 130b] [5 USC 552 (b)(3),(6); 10 USC 130b] 9018-01
2. _____

(Internal use only)			
CP	HA		
Y N	Y N		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CP	HA		
Y N	Y N		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

GENERAL COMMENTS:

[5 USC 552 (b)(3),(6); 10 USC 130b] [5 USC 552 (b)(3),(6); 10 USC 130b] 10.28.15
Selecting Official Signature / Date Division Chief Signature / Date

ALL SELECTIONS REQUIRE REFERENCE CHECKS (EXCEPT FLEX POSITIONS)

***** [5 USC 552 (b)(3),(6); 10 USC 130b] *****

Reviewed by: [5 USC 552 (b)(3),(6); 10 USC 130b] 10-30-15
Signature/Date

Approved by: [5 USC 552 (b)(3),(6); 10 USC 130b] 11-2-15
Director of Human Resources Signature/Date

Email Received: X Approve _____ Disapprove _____
NAF, Director / Deputy Director

HR Tech Initials/Date: [5 USC 552 (b)(3),(6); 10 USC 130b] 11/2/15

Revised 9/11/2015

ENCLOSURE (2)

Contract Specialist #16246

Interviewers

[5 USC 552 (b)(3), (6); 10 USC 130b]

Date

10/28/2015

[5 USC 552 (b)(3), (6); 10 USC 130b]

Grand Totals Rating 189

[5 USC 552 (b)(3), (6); 10 USC 130b]

Rating 51

[5 USC 552 (b)(3), (6); 10 USC 130b]

Rating 203

[5 USC 552 (b)(3), (6); 10 USC 130b]

Rating 220

Rating

Grand Totals Rating

Rating

Rating

Rating

Rating

Maximum Possible Points

170.0 (# of questions x 10 points ea)

Interviewers Totals

[5 USC 552 (b)(3), (6); 10 USC 130b]

[5 USC 552 (b)(3), (6); 10 USC 130b]

Richard Courtemanche

Panelist 4

Grand Total

75

17

97

189

17

17

17

51

86

17

100

203

99

17

104

220

[5 USC 552 (b)(3), (6); 10 USC 130b]

Hiring Managers Signature

[5 USC 552 (b)(3), (6); 10 USC 130b]

Date:

10/28/15

ENCLOSURE 29

From: [5 USC 552 (b)(3),(6); 10 USC 130b]
Sent: Thursday, September 24, 2015 7:37 AM
To: Courtemanche CIV Richard F
Cc: [5 USC 552 (b)(3),(6); 10 USC 130b]
Subject: RE: CONTRACT SPECIALIST NF-1102-04-PURCHASING AND CONTRACTING-RFT

Good Morning Richard,

Its closing date and due of interview questions has been changed as below.

The **CONTRACT SPECIALIST NF-1102-04-PURCHASING AND CONTRACTING-RFT** position has been announced. The vacancy open period is **MONDAY, SEPTEMBER 21 to OCTOBER 9, 2015**. You may find your vacancy on USAJOBS with control #416359100. The Certificate of Eligibles will be available to you no later than **OCTOBER 16, 2015**. Please keep in mind the length of the vacancy open period affects the length of time the Certificate of Eligibles will be presented to you.

SELECTION PROCESSING

Please reply to this email and state if you will be holding rating and ranking panels. Please forward the interview questions you wish to use for approval. Interview questions are due by **October 5, 2015**.

You will have **5 DAYS** to hold Rating and Ranking panels, conduct interviews, and return the completed package to Human Resources. Based on this time line the HR office will receive your completed package on **October 23, 2015**.

Should you have any questions please let me know. Thank you for your time.

V/r,

[5 USC 552 (b)(3),(6); 10 USC 130b]

From: [5 USC 552 (b)(3),(6); 10 USC 130b]
Sent: Monday, September 21, 2015 1:13 PM
To: Courtemanche CIV Richard F
Cc: [5 USC 552 (b)(3),(6); 10 USC 130b]
Subject: CONTRACT SPECIALIST NF-1102-04-PURCHASING AND CONTRACTING-RFT

Good Afternoon,

The **CONTRACT SPECIALIST NF-1102-04-PURCHASING AND CONTRACTING-RFT** position has been announced. The vacancy open period is **MONDAY, SEPTEMBER 21 to OCTOBER 2, 2015**. You may find your vacancy on USAJOBS with control #416359100. The Certificate of Eligibles will be available to you no later than **OCTOBER 9, 2015**. Please keep in

mind the length of the vacancy open period affects the length of time the Certificate of Eligibles will be presented to you.

SELECTION PROCESSING

Please reply to this email and state if you will be holding rating and ranking panels. Please forward the interview questions you wish to use for approval. Interview questions are due by SEPTEMBER 28, 2015.

You will have 5 DAYS to hold Rating and Ranking panels, conduct interviews, and return the completed package to Human Resources. Based on this time line the HR office will receive your completed package on October 16, 2015.

Should you have any questions please let me know. Thank you for your time.

V/r,

[5 USC 552 (b)(3),(6); 10 USC 130b]

Don't forget to visit us on **facebook**

<http://www.facebook.com/MCCSIwakuniEmployment>

"Here to Serve"



From: [5 USC 552 (b)(3),(6); 10 USC 130b]
Sent: Wednesday, September 23, 2015 4:33 PM
To: [5 USC 552 (b)(3),(6); 10 USC 130b]
Cc: [5 USC 552 (b)(3),(6); 10 USC 130b]
Subject: RE: CONTRACT SPECIALIST NF-1102-04-PURCHASING AND CONTRACTING-RFT

Please extend the closing date to 9 Oct and ask for the questions by the 5th of October. Thank you.

V/r,

[5 USC 552 (b)(3),(6); 10 USC 130b]

***How was your HR service today? ***

Notice: FOR OFFICIAL USE ONLY - This transmission may contain material covered by the Privacy Act of 1974 and should be viewed only by personnel having an official "need to know". If you are not the intended recipient, be aware that any disclosure, copying, distribution, or use of the content of this information is prohibited. If you have received this communication in error, please notify me immediately by email and delete the original message.

From: [5 USC 552 (b)(3),(6); 10 USC 130b]
Sent: Wednesday, September 23, 2015 10:10 AM
To: [5 USC 552 (b)(3),(6); 10 USC 130b]
Cc: [5 USC 552 (b)(3),(6); 10 USC 130b]
Subject: FW: CONTRACT SPECIALIST NF-1102-04-PURCHASING AND CONTRACTING-RFT

[5 USC 552 (b)(3),(6); 10 USC 130b]

I received reply from Mr. Courtemanche as below.
Is his reason acceptable?

Thank you,

V/r,

[5 USC 552 (b)(3),(6); 10 USC 130b]

From: Courtemanche CIV Richard F

Sent: Wednesday, September 23, 2015 10:06 AM

To: [5 USC 552 (b)(3),(6); 10 USC 130b]

Cc: [REDACTED]

Subject: RE: CONTRACT SPECIALIST NF-1102-04-PURCHASING AND CONTRACTING-RFT

Good Morning [5 USC 552 (b)(3),(6); 10 USC ,

As this is the end of Fiscal Year for DPRI, OSD and UFM, we have allot of items that need to be reviewed and finalized. With that in mind, being able to move this date until after the end of fiscal year close out would allow me the time to focus on the questions that I will submit to HR for review. I provided this information briefly in my previous email. Please see the highlighted portion below. If necessary then extend the closing date for the position from October 2 to October 9. Is that a possibility? Please advise. Thank you for your support and assistance in this matter. If you have any questions or concerns, please feel free to contact me.

V/R

Richard Courtemanche

Director

MCCS Purchasing and Contracting

MCAS Iwakuni

Tel: 253-7135

Email: courtemancherf@usmc-mccs.org

From: [5 USC 552 (b)(3),(6); 10 USC 130b]

Sent: Wednesday, September 23, 2015 9:31 AM

To: Courtemanche CIV Richard F

Cc: [5 USC 552 (b)(3),(6); 10 USC 130b]

Subject: RE: CONTRACT SPECIALIST NF-1102-04-PURCHASING AND CONTRACTING-RFT

Good Morning Richard,

HR is needing justification as to why you are not able to meet deadline of 28 September. Please let me know as to why.

V/r,

[5 USC 552 (b)(3),(6); 10 USC 130b]
[REDACTED]

From: [5 USC 552 (b)(3),(6); 10 USC 130b]

Sent: Tuesday, September 22, 2015 4:23 PM

To: Courtemanche CIV Richard F

Cc: [5 USC 552 (b)(3),(6); 10 USC 130b]

Subject: RE: CONTRACT SPECIALIST NF-1102-04-PURCHASING AND CONTRACTING-RFT

Good Afternoon Mr. Courtemanche,

I am asking [5 USC 552 (b)(3),(6); 10 USC 130b] about below.

I will reply to you as soon as I hear from her on this.

Thank you very much.

V/r,

[5 USC 552 (b)(3),(6); 10 USC 130b]

From: Courtemanche CIV Richard F

Sent: Monday, September 21, 2015 1:23 PM

To: [5 USC 552 (b)(3),(6); 10 USC 130b]

Cc:

Subject: RE: CONTRACT SPECIALIST NF-1102-04-PURCHASING AND CONTRACTING-RFT

Good Afternoon [5 USC 552 (b)(3),(6); 10 USC ,

I would like to make an adjustment to your timeline. 28 September is not a good day for me as this the end of the month and we are exceptionally busy finalizing DPRI and UFM purchases for year end. I request that this date be changed to 5 October 2015. Please advise if this is possible. Thank you .

V/R

Richard Courtemanche

Director

MCCS Purchasing and Contracting

MCAS Iwakuni

Tel: 253-7135

Email: courtemancherf@usmc-mccs.org

From: [5 USC 552 (b)(3),(6); 10 USC 130b]

Sent: Monday, September 21, 2015 1:13 PM

To: Courtemanche CIV Richard F

Cc: [5 USC 552 (b)(3),(6); 10 USC 130b]

Subject: CONTRACT SPECIALIST NF-1102-04-PURCHASING AND CONTRACTING-RFT

Good Afternoon,

The CONTRACT SPECIALIST NF-1102-04-PURCHASING AND CONTRACTING-RFT position has been announced. The vacancy open period is MONDAY, SEPTEMBER 21 to OCTOBER 2, 2015. You may find your vacancy on USAJOBS with control #416359100. The Certificate of Eligibles will be available to you no later than OCTOBER 9, 2015. Please keep in mind the length of the vacancy open period affects the length of time the Certificate of Eligibles will be presented to you.

SELECTION PROCESSING

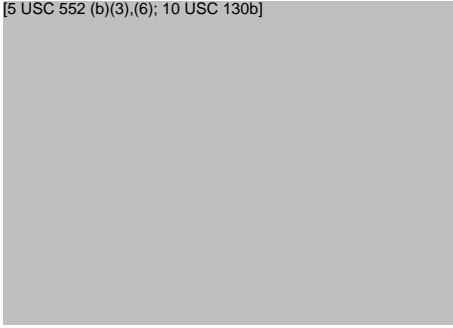
Please reply to this email and state if you will be holding rating and ranking panels. Please forward the interview questions you wish to use for approval. Interview questions are due by SEPTEMBER 28, 2015.

You will have 5 DAYS to hold Rating and Ranking panels, conduct interviews, and return the completed package to Human Resources. Based on this time line the HR office will receive your completed package on October 16, 2015.

Should you have any questions please let me know. Thank you for your time.

V/r,

[5 USC 552 (b)(3),(6); 10 USC 130b]



Don't forget to visit us on **facebook**

<http://www.facebook.com/MCCSIwakuniEmployment>

"Here to Serve"



Mr. Richard Courtemanche, this is a continuation of the interview held on 2 Feb 16.

1. The time is 1100. This recorded interview is being conducted on 18 February 2016 at Building 230. Persons present are the subject Mr. Courtemanche and the investigating officer(s) [5 USC 552 (b)(3),(6); 10 USC 130b] .

2. An Inspector General is an impartial fact finder for the commander. Testimony taken by an IG and reports based on the testimony may be used for official purposes. Access is normally restricted to persons who clearly need the information to perform their official duties. In some cases, disclosure to other persons may be required by law or regulation, or may be directed by proper authority. Upon completion of this interview, I will ask you whether you consent to the release of your testimony if requested by members of the public pursuant to the Freedom of Information Act.

3. Since I will ask you to provide your social security number to help identify you as the person testifying, I am providing you a Privacy Act Statement. (If telephonic, it may be necessary to read the Privacy Act Statement.) Do you understand it? N/A

4. While you are not suspected of a criminal offense, we have information which may be unfavorable to you. We are required to give you the opportunity to comment on these matters. However, you do not have to answer any question that may tend to incriminate you.

5. Before we continue, I want to remind you of the importance of presenting truthful testimony. It is a violation of Federal law to knowingly make a false statement under oath. Do you have any questions before we begin? Please raise your right hand so I may administer the oath. Do you swear (or affirm) that the testimony you are about to give shall be the truth, the whole truth and nothing but the truth so help you God? Note: The subject should audibly answer, "yes" or "I do."

The phrase "so help me God" may be omitted.

6. Please state your (as applicable):

Before we begin, this interview will be conducted in English. A translator is here in the event you do not understand what we are asking. You can leave at any time, do you understand?

A: Yes.

ENCLOSURE 31)

Richard F. Courtemanche

WITNESS:

[5 USC 552 (b)(3),(6); 10 USC 130b]

1. Q: Why did [5 USC 552 (b)(3),(6); 10 USC 130b] receive a letter of reprimand in March 2015?

A: For being absent without leave I think.

2. Q: Who initiated it?

A: [5 USC 552 (b)(3),(6); 10 USC 130b], retired. He was dealing with this matter in my absence due to my child being in the hospital (ICC).

3. Q: Did you agree with this letter of reprimand?

A: Yes I did, I also received one for inputting the incorrect code in Peoplesoft for [5 USC 552 (b)(3),(6); 10 USC 130b]. Even After I asked HR for the appropriate annotation and corrected it.

4. Q: Was it a first time offense for him?

A: I think so, although I know of one other time he received a letter of warning for something else.

5. Q: What was the history behind it? It is odd for someone to receive such a harsh punishment for a first time offense.

A: He has a history of not calling in when he takes either sick or annual leave.

6. Q: Did this sensitize you to his work/leave schedule?

A: Yes.

7. Q: Do you get monthly report of employee leave balances?

A: I get something every two weeks. I review his, but I must have missed the times you are talking about. I did not know that over 40 days of time was not accounted for, my mistake. I know that although it is required by our regulation, many of his leave applications have either not been filled out or are just missing. He is supposed to fill out our leave application, then get it signed then put it in Peoplesoft.

8. Q: Do you know where your employees are during the day?

A: I do, although [5 USC 552 (b)(3),(6); 10 USC 130b] is the only I have difficulties with related to being absent and I have to ask where he is. I even checked with HR to see if we could put him on the TCD (login with fingerprint) HR stated that as he was an exempt employee that they couldn't.

9. Q: When was the last time you attended MCCS ethics training?

A: Prior to Oct of last year I think, I am not sure, but would have to go back and check my files.

10. Q: Under what circumstances is it acceptable for employers to accept gifts from employees?

ENCLOSURE (3)

WITNESS: [5 USC 552 (b)(3),(6); 10 USC 130b]

A: Special occasions, and there is a limit on the amount I think.

11. Q: Mr. Tarquini claims he was forced to give the chair to you in the form of a bribe?

A: This is not true. Although I was not having a special occasion, I was asking around for a chair and he offered up one to me.

12. Q: When did the NF4 position become available?

A: This position came open after [5 USC 552 (b)(3),(6); 10 USC 130b] vacated this position.

13. Q: I will give you some dates, please respond to them.

27 Oct: Received Chair from [5 USC 552 (b)(3),(6); 10 USC 130b]

8 Oct: [5 USC 552 (b)(3),(6); 10 USC 130b] applies for position.

13 Oct: Screened

You claimed you never saw his application

A: I never did, I know the closing date was extended to 9 Oct I believe and I know how it looks, but I did not accept the baby chair to extend the job announcement.

8. Do you have anything else you wish to present?

9. Who else do you think we should talk to, and why?

N/A

10. To protect the confidentiality of IG investigations and the rights, privacy, and reputations of all people involved in them, we ask people not to discuss or reveal matters under investigation.

Accordingly, we ask that you not discuss this matter with anyone except your attorney, if you choose to consult one. Note: Others present should also be advised against disclosing information.

11. Your testimony may be made part of an official inspector general record. Earlier, I advised you that while access is normally restricted to persons who clearly need the information to perform their official duties, your testimony may be released outside official channels. Individual members of the public who do not have an official need to know may request a copy of this record, to include your testimony. If there is such a request, do you consent to the release of your testimony outside official channels (Witness must state "yes" or "no.")

ENCLOSURE (3)



WITNESS: [5 USC 552 (b)(3),(6); 10 USC 130b]

12. Do you have any questions? The time is 1220 , and the interview is concluded. Thank you.

Subject: R. Holt (Antarctica)

Witness: CW02 Solla:

[5 USC 552 (b)(3),(6); 10 USC 130b]

ENCLOSURE (3/)

1. Name: Richard Courtemanche
Rank: NF-4
Organization: MCCS Purchasing & Contracting
Home Tel #:
Work Tel #: 253-7135

2. The time is 1500. This interview is being conducted on 4 February 2016 in Bldg 405 of MCAS Iwakuni.

This inquiry has been directed by the Commanding Officer, Marine Corps Air Station Iwakuni concerning allegations that Mr. Richard Courtemanche, Director and Supervisor to MCCS Purchasing and Contracting Office, misused his position for the financial gain of a subordinate employee, [5 USC 552 (b)(3),(6); 10 USC 130b] and that he also solicited a gift from [5 USC 552 (b)(3),(6); 10 USC 130b] in exchange for a promotion for this gift.

3. An inspector general is an impartial fact finder for the commander. Testimony taken by an IG and reports based on the testimony may be used for official purposes. Access is normally restricted to persons who clearly need the information to perform their official duties. In some cases, disclosure to other persons may be required by law or regulation, or may be directed by proper authority. Upon completion of this interview, I will ask you whether you consent to the release of your testimony if requested by members of the public pursuant to the Freedom of Information Act.

4. Do you have any questions at this point.
A: No.

5. While you are not suspected of a criminal offense, we have information which may be unfavorable to you. We are required to give you the opportunity to comment on these matters. However, you do not have to answer any question that may tend to incriminate you. The information is that: You misused your position in support of the financial benefit of [5 USC 552 (b)(3),(6); 10 USC 130b] by approving the use of reported time on his time cards knowingly he was not present at work and not properly charging annual leave, sick leave or leave without pay during his absence from

ENCLOSURE (3)

work at MCCS Purchasing and Contracting Office. Furthermore, we have information that you solicited a gift from [5 USC 552 (b)(3),(6); 10 USC 130b] in exchange for a promotion for this gift.

6. Before we continue, I want to remind you of the importance of presenting truthful testimony. It is a violation of Federal law to knowingly make a false statement under oath. Do you have any questions before we begin? Please raise your right hand so I may administer the oath.

Do you swear (or affirm) that the testimony you are about to give shall be the truth, the whole truth and nothing but the truth so help you God? Yes

7. "I consider it my duty to advise you that under the provisions of section 1001, United States Code, whoever in any matter within the jurisdiction of Navy department or agency of the United States knowingly and willfully falsifies, conceals, or covers up by a trick, scheme, or device, a material fact, or makes any false, fictitious, or fraudulent statement or representation, shall be fined not more than \$10,000 or imprisoned for not more than five years, or both. Additionally, any person who willfully and contrary to his/her oath testifies falsely while under oath may be punished for perjury under the provisions of Title 18, US Code Section 1621." Do you understand? Yes

8.

Q: Regarding the chair that you received from [5 USC 552 (b)(3),(6); 10 USC 130b], how much do you think the chair was valued at in new condition?

A: Maybe no more than \$50.00 new.

Q: What color is the chair?

A: Tan and white. It's a folding high chair. I had to clean the chair before putting it to use. It was dusty.

ENCLOSURE (3)

Q: What do you call receiving the chair if not a gift?

A: There is no other word than gift so...regardless of what the intent is when somebody gives you something it's a gift.

Q: Would you be willing to bring in the chair so that I may have a look at it?

A: Yes.

Statement by Mr. Courtemanche: I've purchased another chair since that I use. I no longer use the chair I've received from [5 USC 552 (b)(3),(6); 10 USC 130b].

9. Who else do you think we should talk to, and why?
Nobody.

10. To protect the confidentiality of IG investigations and the rights, privacy, and reputations of all people involved in them, we ask people not to discuss or reveal matters under investigation. Accordingly, we ask that you not discuss this matter with anyone except your attorney, if you choose to consult one.

11. Your testimony may be made part of an official inspector general record. Earlier, I advised you that while access is normally restricted to persons who clearly need the information to perform their official duties, your testimony may be released outside official channels. Individual members of the public who do not have an official need to know may request a copy of this record, to include your testimony. If there is such a request, do you consent to the release of your testimony outside official channels? Yes No.

12. Do you have any questions? The time is 1520, and the interview is concluded. Thank you.

Print and Sign:

Robert Courtemanche

Date:


04 FEB 16

INVESTIGATOR

[5 USC 552 (b)(3),(6); 10 USC 130b]

[5 USC
552 (b)(3),
(6); 10
USC

ENCLOSURE (3)

	EMPLOYEE ADVISEMENT OF RIGHTS AND OBLIGATIONS (ADMINISTRATIVE/NON-CUSTODIAL) KALKINES WARNINGS
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You are going to be asked a number of specific questions concerning the performance of your official duties within the Department of the Navy.

You have a duty to reply to these questions, and agency disciplinary proceedings resulting in your discharge may be initiated as a result of your answers.

However, neither your answers nor any information or evidence which is gained by reason of such statements can be used against you in any criminal proceedings.

You may be subject to dismissal if you refuse to answer or fail to respond truthfully and fully to any question.

ACKNOWLEDGEMENT

I have read or have had read to me the above advisement of my rights and obligations as an employee of the Department of the Navy. I understand these rights.

[5 USC 552 (b)(3),(6); 10 USC 130b]

[5 USC 552 (b)(3),(6); 10 USC 130b]

Investigator
Office of the Inspector General



Employee's Signature

Richard F. Courtemanche, II
(Print Name)

With:

Time: 1449 1

Date: 2 FEB 2016

Location: Bldg 410

1. Name: Richard Courtemanche
Rank: NF-4
Organization: MCCS Purchasing & Contracting
Home Tel #:
Work Tel #: 253-7135

2. The time is 1440. This interview is being conducted on 2 February 2016 in Bldg 410, MCCS conference room of MCAS Iwakuni.

This inquiry has been directed by the Commanding Officer, Marine Corps Air Station Iwakuni concerning allegations that Mr. Richard Courtemanche, Director and Supervisor to MCCS Purchasing and Contracting Office, misused his position for the financial gain of a subordinate employee, [5 USC 552 (b)(3),(6); 10 USC 130b] and that he also solicited a gift from [5 USC 552 (b)(3),(6); 10 USC 130b] in exchange for a promotion for this gift.

3. An inspector general is an impartial fact finder for the commander. Testimony taken by an IG and reports based on the testimony may be used for official purposes. Access is normally restricted to persons who clearly need the information to perform their official duties. In some cases, disclosure to other persons may be required by law or regulation, or may be directed by proper authority. Upon completion of this interview, I will ask you whether you consent to the release of your testimony if requested by members of the public pursuant to the Freedom of Information Act.

4. Do you have any questions at this point.

A: Yes, *No. PR*

5. While you are not suspected of a criminal offense, we have information which may be unfavorable to you. We are required to give you the opportunity to comment on these matters. However, you do not have to answer any question that may tend to incriminate you. The information is that: You misused your position in support of the financial benefit of [5 USC 552 (b)(3),(6); 10 USC 130b] by approving the use of reported time on his time cards knowingly he was not present at work and not properly charging annual leave,

ENCLOSURE (3)

sick leave or leave without pay during his absence from work at MCCS Purchasing and Contracting Office. Furthermore, we have information that you solicited a gift from [5 USC 552 (b)(3),(6); 10 USC 130b] in exchange for a promotion for this gift.

6. Before we continue, I want to remind you of the importance of presenting truthful testimony. It is a violation of Federal law to knowingly make a false statement under oath. Do you have any questions before we begin? Please raise your right hand so I may administer the oath.

Do you swear (or affirm) that the testimony you are about to give shall be the truth, the whole truth and nothing but the truth so help you God? Yes.

7. "I consider it my duty to advise you that under the provisions of section 1001, United States Code, whoever in any matter within the jurisdiction of Navy department or agency of the United States knowingly and willfully falsifies, conceals, or covers up by a trick, scheme, or device, a material fact, or makes any false, fictitious, or fraudulent statement or representation, shall be fined not more than \$10,000 or imprisoned for not more than five years, or both. Additionally, any person who willfully and contrary to his/her oath testifies falsely while under oath may be punished for perjury under the provisions of Title 18, US Code Section 1621." Do you understand? Yes

8.

Q: Describe how you manage your employees leave request?

A: The employees bring in their Leave Request Forms. I then approve them if they have the hours are available. After I sign we each retain a copy.

Q: Are you aware that [5 USC 552 (b)(3),(6); 10 USC 130b] has time reported as regular hours worked when not in office?

A: "I don't but maybe I've missed something".

ENCLOSURE (3)

Q: How do you account for the time [5 USC 552 (b)(3),(6); 10 USC 130b] is credited and paid to work per his time sheet but the CCTV reflects his absence, coming in later, leaving early, or not showing at all?

A: "I have to be more diligent looking at his times. If he's coming in late and it's not annotated on his time cards I should be picking that up on his approvals".

Q: How often does [5 USC 552 (b)(3),(6); 10 USC 130b] take overtime?

A: Not very much. It depends on the situation. For the most part they don't have to.

Q: Is there any performance appraisals and/or evaluations conducted on the employees?

A: Yes on a semi-annual basis. The last time I produced them was in December.

Q: Where are the leave request forms (OPM Form 71) from 10/16/2016 to current for [5 USC 552 (b)(3),(6); 10 USC 130b] ?

A: I may have them but have to check.

Q: Why was warning letter on 13 March 2015 generated?

A: [5 USC 552 (b)(3),(6); 10 USC 130b] failed to come into work and follow calling procedures that he was sick.

Q: What was the value of the baby chair?

A: "I do not know".

Q: How much did you pay for the baby chair?

A: I didn't pay.

Q: Was there at anytime an exchange of currency for the baby chair whether before or after you to control of it?

A: No.

Q: How did you learn about [5 USC 552 (b)(3),(6); 10 USC 130b] having a baby chair to either sell or give away?

A: "He brought it up when he heard me talking about the Exchange not having high chairs. He then mentioned that he had one at home just collecting dust and would bring it in to show me".

ENCLOSURE (3)

Q: Describe how the baby chair was given to you and for how much.

A: There was no exchange of currency at any given time before or after I was given the chair. He brought it in one day and I took a look at it when he removed it from his car. It met my needs and I accepted it.

Q: What was the condition of the chair?

A: It was in fair condition. It was used and not brand new. It was given without a box.

Q: Did you inform [5 USC 552 (b)(3),(6); 10 USC 130b] about an open NF-4 position that was available in Purchasing and Contracting?

A: "Not directly to him but he aware of it because [5 USC 552 (b)(3),(6); 10 USC 130b] left the position".

Q: To your awareness, did [5 USC 552 (b)(3),(6); 10 USC 130b] every apply for the available NF-4 position?

A: "No, I did not receive his name on the list of eligibles".

9. Who else do you think we should talk to, and why? No.

10. To protect the confidentiality of IG investigations and the rights, privacy, and reputations of all people involved in them, we ask people not to discuss or reveal matters under investigation. Accordingly, we ask that you not discuss this matter with anyone except your attorney, if you choose to consult one.

11. Your testimony may be made part of an official inspector general record. Earlier, I advised you that while access is normally restricted to persons who clearly need the information to perform their official duties, your testimony may be released outside official channels. Individual members of the public who do not have an official need to know may request a copy of this record, to include your testimony. If there is such a request, do you consent to the release of your testimony outside official channels? Yes No.

RPZ

ENCLOSURE (3)

12. Do you have any questions? The time is 1650, and the interview is concluded. Thank you.

Print and Sign: Ronald C. Cantuvarche RLC (Date: 02 FEB 16)

[5 USC 552 (b)(3),(6); 10 USC 130b]

INVESTIGATOR

ENCLOSURE (3)

18 FEB 2016
0900

I HAVE OVER THE PAST YEAR & HALF, [5 USC 552 (b) (3) (A)]

I HAVE TAKEN TIME OFF MULTIPLE TIMES

OF DUE TO SEVERAL REASONS, INCLUDING BUT

NOT LIMITED TO MEDICAL ISSUES, FAMILY APPTS AND

~~FAMILY~~ MEDICAL ISSUES. I UNDERSTAND THAT THERE HAVE

BEEN TIMES WHEN IT IS NOT RECORDED IN PEOPLESOFT

PROPERLY AND [5 USC 552 (b) (3) (A)] MAY APPEAR AS TIME GMD FRAUD.

I WAS WARNED IN MARCH 2015 IN REGARDS TO TIME

OFF. SINCE THEN THERE WERE STILL TIMES WHEN

I WAS NOT IN THE OFFICE DUE TO THE SAME

REASONS MENTIONED ABOVE.

I UNDERSTAND THAT THIS (TIMECARDS) IS DUE TO

SEVERE NEGLECT ON MY PART. I AM NOT TOTALLY

SURE ON HOW MANY HOURS WERE NOT PROPERLY RECORDED

BECAUSE OF MY NEGLIGENCE, ~~WHETHER WILLFULLY OR NOT.~~ ~~WHETHER WILLFULLY OR NOT.~~

[5 USC 552 (b)]

I UNDERSTAND THE SEVERITY OF MY MISTAKE AND LOOK BACK AT IT WITH REMORSE & REGRET.

[5 USC 552 (b) (3), (6)]

I UNDERSTAND MY MISTAKE AND WILL DO EVERYTHING IN MY POWER TO RECTIFY MY ACTIONS. I PRIDE MYSELF ON THE QUALITY OF MY WORK ~~THAT~~ ^{THAT} THIS TERRIBLE MISTAKE AND HOPE & PRAY THAT I BE GIVEN ~~A~~ ^A CHANCE TO FIX THIS.

[5 USC]

[5 USC]

IN WRITING THIS STATEMENT, I AM DOING SO OF MY OWN FREE WILL UNDER FAIR TREATMENT BY THE PERSONS PRESENT.

[5 USC]

[5 USC 552 (b)(3), (6); 10 USC 130b]

[5 USC 552 (b)(3), (6); 10 USC 130b]

1. Name: [5 USC 552 (b)(3),(6); 10 USC 130b]
Rank: [5 USC 552 (b)(3),(6)]
Organization: MCCS Purchasing & Contracting
Home Tel #:
Work Tel #: [5 USC 552 (b)(3),(6); 10 USC 130b]

2. The time is 1315. This interview is being conducted on 2 February 2016 in Bldg 410, MCCS conference room of MCAS Iwakuni.

This inquiry has been directed by the Commanding Officer, Marine Corps Air Station Iwakuni concerning allegations that [5 USC 552 (b)(3),(6); 10 USC 130b] is not being charged annual leave, sick leave, or leave without pay during his absence from work at MCCS Purchasing and Contracting Office.

3. An inspector general is an impartial fact finder for the commander. Testimony taken by an IG and reports based on the testimony may be used for official purposes. Access is normally restricted to persons who clearly need the information to perform their official duties. In some cases, disclosure to other persons may be required by law or regulation, or may be directed by proper authority. Upon completion of this interview, I will ask you whether you consent to the release of your testimony if requested by members of the public pursuant to the Freedom of Information Act.

4. Do you have any questions at this point.
A: Yes, No.

5. While you are not suspected of a criminal offense, we have information which may be unfavorable to you. We are required to give you the opportunity to comment on these matters. However, you do not have to answer any question that may tend to incriminate you. The information is that: you are not properly charged annual leave, sick leave, or leave without pay during your absence from work at MCCS Purchasing and Contracting Office.

6. Before we continue, I want to remind you of the importance of presenting truthful testimony. It is a violation of Federal law to knowingly make a false

ENCLOSURE 34

statement under oath. Do you have any questions before we begin? Please raise your right hand so I may administer the oath.

Do you swear (or affirm) that the testimony you are about to give shall be the truth, the whole truth and nothing but the truth so help you God? Yes

7. "I consider it my duty to advise you that under the provisions of section 1001, United States Code, whoever in any matter within the jurisdiction of Navy department or agency of the United States knowingly and willfully falsifies, conceals, or covers up by a trick, scheme, or device, a material fact, or makes any false, fictitious, or fraudulent statement or representation, shall be fined not more than \$10,000 or imprisoned for not more than five years, or both. Additionally, any person who willfully and contrary to his/her oath testifies falsely while under oath may be punished for perjury under the provisions of Title 18, US Code Section 1621." Do you understand?

8.

Q: Explain why your timesheets reflect you credited a full days work(8 hours) on numerous days but MCCS CCTV reflects you not present?

A: Probably not reported correctly on people soft.

Q: Who is at fault for not properly recording correct times on peoples soft?

A: "It's my ultimate responsibility".

Q: Who approves your timesheet?

A: Mr. Richard Courtemanche.

Q: If Mr. Richard is not present at work who approves your timesheet?

A: He usually approves it upon his return however in his absence the Chief of Support in the Executive Office does.

ENCLOSURE (32)

9. Who else do you think we should talk to, and why? N/A

10. To protect the confidentiality of IG investigations and the rights, privacy, and reputations of all people involved in them, we ask people not to discuss or reveal matters under investigation. Accordingly, we ask that you not discuss this matter with anyone except your attorney, if you choose to consult one.

11. Your testimony may be made part of an official inspector general record. Earlier, I advised you that while access is normally restricted to persons who clearly need the information to perform their official duties, your testimony may be released outside official channels. Individual members of the public who do not have an official need to know may request a copy of this record, to include your testimony. If there is such a request, do you consent to the release of your testimony outside official channels? Yes ☒ No ☐ [5 USC 552 (b) (3), (6); 10 USC 1306]

12. Do you have any questions? The time is 1400, and the interview is concluded. Thank you. [5 USC 552 (b) (3), (6); 10 USC 1306]

Print and Sign:

Date:

2 FEB 2016

INVESTIGATOR [5 USC 552 (b) (3), (6); 10 USC 1306]

[5 USC 552 (b) (3), (6); 10 USC 1306]

ENCLOSURE (3)

1. Name: [5 USC 552 (b)(3),(6); 10 USC 130b]
Rank: [5 USC 552 (b)(3),(6); 10 USC 130b]
Organization: MCCS Purchasing and Contracting
Home Tel #:
Work Tel #: [5 USC 552 (b)(3),(6); 10 USC 130b]

2. The time is 1640. This second interview is being conducted on 14 January 2016 in Bldg 405 of MCAS Iwakuni.

This inquiry has been directed by the Commanding Officer, Marine Corps Air Station Iwakuni concerning allegations that [5 USC 552 (b)(3),(6); 10 USC 130b] is not being charged annual, sick leave or leave without pay during his absence from work at MCCS Purchasing and Contracting Office.

3. An inspector general is an impartial fact finder for the commander. Testimony taken by an IG and reports based on the testimony may be used for official purposes. Access is normally restricted to persons who clearly need the information to perform their official duties. In some cases, disclosure to other persons may be required by law or regulation, or may be directed by proper authority. Upon completion of this interview, I will ask you whether you consent to the release of your testimony if requested by members of the public pursuant to the Freedom of Information Act.

4. Do you have any questions at this point.
A: No.

5. While you are not suspected of a criminal offense, we have information which may be unfavorable to you. We are required to give you the opportunity to comment on these matters. However, you do not have to answer any question that may tend to incriminate you. The information is that you are not being charged annual, sick leave or leave without pay during your absence from work at MCCS Purchasing and Contracting Office.

6. Before we continue, I want to remind you of the importance of presenting truthful testimony. It is a violation of Federal law to knowingly make a false statement under oath. Do you have any questions before we

ENCLOSURE (3)

begin? Please raise your right hand so I may administer the oath.

Do you swear (or affirm) that the testimony you are about to give shall be the truth, the whole truth and nothing but the truth so help you God?

7. "I consider it my duty to advise you that under the provisions of section 1001, United States Code, whoever in any matter within the jurisdiction of Navy department or agency of the United States knowingly and willfully falsifies, conceals, or covers up by a trick, scheme, or device, a material fact, or makes any false, fictitious, or fraudulent statement or representation, shall be fined not more than \$10,000 or imprisoned for not more than five years, or both. Additionally, any person who willfully and contrary to his/her oath testifies falsely while under oath may be punished for perjury under the provisions of Title 18, US Code Section 1621." Do you understand? Yes

8.

Q: How does the leave process work in your office?

A: In regards to sick leave a phone call is made to immediate supervisor. If not available the next higher supervisor is contacted. In regards to annual leave an advance notice is made through a leave request form.

Q: How many days of leave do you have remaining?

A: As of today, 10 hours of annual leave and 5 hours of sick leave.

Q: When you take leave is it reflected in PeopleSoft?

A: Yes. I enter the requested time in PeopleSoft and my supervisor is the approving authority.

Q: When you take leave without pay, is it reflected in a reduced paycheck?

A: Yes. (refer to attached Leave and Earning Statement)

Q: We will ask Richard this, but is there ever a time when you took leave and it was given as free by Richard?

A: No.

ENCLOSURE 32

9. Who else do you think we should talk to, and why?
(Answered during first interview)

10. To protect the confidentiality of IG investigations and the rights, privacy, and reputations of all people involved in them, we ask people not to discuss or reveal matters under investigation. Accordingly, we ask that you not discuss this matter with anyone except your attorney, if you choose to consult one.


11. Your testimony may be made part of an official inspector general record. Earlier, I advised you that while access is normally restricted to persons who clearly need the information to perform their official duties, your testimony may be released outside official channels. Individual members of the public who do not have an official need to know may request a copy of this record, to include your testimony. If there is such a request, do you consent to the release of your testimony outside official channels? Yes No.

12. Do you have any questions? No, but I do have a comment to make. I can understand how these absences could have affected the moral of the office however the absences are legitimate. In my defense I take my position very seriously and have always been fully dedicated in doing what I can to support both MCCS and the military community. I take pride in knowing that what I do plays a significant role in the morale and welfare of the military community.

The time is 0930, and the interview is concluded. Thank you.

Print and Sign: _____ Date: _____

INVESTIGATOR: _____

	EMPLOYEE ADVISEMENT OF RIGHTS AND OBLIGATIONS (ADMINISTRATIVE/NON-CUSTODIAL) KALKINES WARNINGS
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You are going to be asked a number of specific questions concerning the performance of your official duties within the Department of the Navy.

You have a duty to reply to these questions, and agency disciplinary proceedings resulting in your discharge may be initiated as a result of your answers.

However, neither your answers nor any information or evidence which is gained by reason of such statements can be used against you in any criminal proceedings.

You may be subject to dismissal if you refuse to answer or fail to respond truthfully and fully to any question.

ACKNOWLEDGEMENT

I have read or have had read to me the above advisement of my rights and obligations as an employee of the Department of the Navy. I understand these rights.

[5 USC 552 (b)(3),(6); 10 USC 130b]

Investigator
Office of the Inspector General

[5 USC 552 (b)(3),(6); 10 USC 130b]

Employee's Signature

[5 USC 552 (b)(3),(6); 10 USC 130b]

(Print Name)

Witness

[5 USC 552 (b)(3),(6); 10 USC 130b]

Time: 0730

Date: 8 JAN 2016

Location: NAV POST OFFICE BLDG 405

1. Name: [5 USC 552 (b)(3),(6); 10 USC 130b]
Rank: [5 USC 552 (b)(3),(6); 10 USC 130b]
Organization: MCCS Purchasing and Contracting
Home Tel #:
Work Tel #: [5 USC 552 (b)(3),(6); 10 USC 130b]

2. The time is 0735. This interview is being conducted on 8 January 2015 in Bldg 405 of MCAS Iwakuni.

This inquiry has been directed by the Commanding Officer, Marine Corps Air Station Iwakuni concerning allegations that [5 USC 552 (b)(3),(6); 10 USC 130b] is not being charged annual, sick leave or leave without pay during his absence from work at MCCS Purchasing and Contracting Office.

3. An inspector general is an impartial fact finder for the commander. Testimony taken by an IG and reports based on the testimony may be used for official purposes. Access is normally restricted to persons who clearly need the information to perform their official duties. In some cases, disclosure to other persons may be required by law or regulation, or may be directed by proper authority. Upon completion of this interview, I will ask you whether you consent to the release of your testimony if requested by members of the public pursuant to the Freedom of Information Act.

4. Do you have any questions at this point.

A: Yes, No. [5 USC 552 (b)(3),(6); 10 USC 130b]

5. While you are not suspected of a criminal offense, we have information which may be unfavorable to you. We are required to give you the opportunity to comment on these matters. However, you do not have to answer any question that may tend to incriminate you. The information is that you are not being charged annual, sick leave or leave without pay during your absence from work at MCCS Purchasing and Contracting Office.

6. Before we continue, I want to remind you of the importance of presenting truthful testimony. It is a violation of Federal law to knowingly make a false statement under oath. Do you have any questions before we

ENCLOSURE 34

begin? Please raise your right hand so I may administer the oath.

Do you swear (or affirm) that the testimony you are about to give shall be the truth, the whole truth and nothing but the truth so help you God? Yes [5 USC 552 (b)]

7. "I consider it my duty to advise you that under the provisions of section 1001, United States Code, whoever in any matter within the jurisdiction of Navy department or agency of the United States knowingly and willfully falsifies, conceals, or covers up by a trick, scheme, or device, a material fact, or makes any false, fictitious, or fraudulent statement or representation, shall be fined not more than \$10,000 or imprisoned for not more than five years, or both. Additionally, any person who willfully and contrary to his/her oath testifies falsely while under oath may be punished for perjury under the provisions of Title 18, US Code Section 1621." Do you understand? Yes [5 USC 552 (b)(3), (6); 10]

8.

Q: Describe your whereabouts when absent from work during work/duty hours?

A: Either medical clinic on or off station for personal medical reasons extending to diagnosed Tolosa-Hunt Syndrome which sometimes leads to a migraine resulting in the inability to perform at work until it has passed, accompanying wife or son due to their medical appointments of their own. There is an extended time it takes due to no personal vehicle owned.

Q: I understand your expecting a child in that your wife is currently pregnant? Does this affect your presence at work?

A: Yes to a certain extent. At times I have to take my son to his routine medical appointments. He is 23 months old. My wife is 9 months pregnant and at this time of the pregnancy her appointments are more frequent. I accompany my wife and son to their appointments. The fact that I currently do not have a vehicle extends the time I may be away from work.

ENCLOSURE (32)

Q: Why don't you own a vehicle?

A: The financial inability at the moment due to family medical bills. Currently working towards the purchase of a vehicle; on waiting list with PMO for SOFA Drivers License.

Q: Can your absence from work be justified?

A: Yes on the electronic time card known as Peoples Soft, HR documentation, and medical appointment history.

Q: How would you describe the work climate within the Purchasing and Contract Office?

A: Currently it's quiet and there is some tension between the employees within the office although it's not as bad as it used to be. The environments use to be better but changed throughout the course of the last three years due to no consistency of staff. I feel tensions changed dramatically for the worse when [5 USC 552 (b)(3),(6); 10 USC 130b] was hired but things within the office got better once he was removed however, some tensions still remain.

Q: Describe your relationship with other employees?

A: Professionally we get along. We maintain an open line of communication; professionally. My personal relationships with other employees are kept minimal. I use to go out occasionally with [5 USC 552 (b)(3),(6); 10 USC 130b] in the past however since tensions within the office have rose, we have stopped doing that.

Q: Describe your relationship with your supervisor, Mr. Richard Courtemanche?

A: Personally I've known him since 2001 in Okinawa; working within the same office at MCCS. We have very good open lines of communication both professionally and personally. I report to him on all matters needing the attention of the office as he is the Director of Contracting.

9. Who else do you think we should talk to, and why? My Supervisor Mr. Richard Courtemanche, [5 USC 552 (b)(3),(6); 10 USC 130b] (Chief Retail and Services), [5 USC 552 (b)(3),(6); 10 USC 130b] (PMO), [5 USC 552 (b)(3),(6); 10 USC 130b] (Director Professional and Personal Development). They can verify my character.

ENCLOSURE 32

10. To protect the confidentiality of IG investigations and the rights, privacy, and reputations of all people involved in them, we ask people not to discuss or reveal matters under investigation. Accordingly, we ask that you not discuss this matter with anyone except your attorney, if you choose to consult one.

11. Your testimony may be made part of an official inspector general record. Earlier, I advised you that while access is normally restricted to persons who clearly need the information to perform their official duties, your testimony may be released outside official channels. Individual members of the public who do not have an official need to know may request a copy of this record, to include your testimony. If there is such a request, do you consent to the release of your testimony outside official channels? Yes NO [5 USC 552 (b)]

12. Do you have any questions? No, but I do have a comment to make. I can understand how these absences could have affected the moral of the office however the absences are legitimate. In my defense I take my position very seriously and have always been fully dedicated in doing what I can to support both MCCS and the military community. I take pride in knowing that what I do plays a significant role in the morale and welfare of the military community.

The time is 0930, and the interview is concluded. Thank you. [5 USC 552 (b)(3),(6); 10 USC 130b]

Print and Sign

Date: 8 Jan 2016

INVESTIGATOR:

[5 USC 552 (b)(3),(6); 10 USC 130b]

ENCLOSURE 34

1. Name: [5 USC 552 (b)(3),(6); 10 USC 130b]

Rank:

Organization: MCCA Purchasing & Contracting Office

Home Tel #: [5 USC 552 (b)(3),(6); 10 USC 130b]

Work Tel #: [5 USC 552 (b)(3),(6);
10 USC 130b]

2. This investigation has been directed by the Commanding Officer, Marine Corps Air Station Iwakuni, Japan in his letter dated: 1 Dec 2015 concerning allegations as stated in the letter.

3. An inspector general is an impartial fact finder for the commander. Testimony taken by an IG and reports based on the testimony may be used for official purposes. Access is normally restricted to persons who clearly need the information to perform their official duties. In some cases, disclosure to other persons may be required by law or regulation, or may be directed by proper authority. Upon completion of this interview, I will ask you whether you consent to the release of your testimony if requested by members of the public pursuant to the Freedom of Information Act.

4. You are not suspected of any criminal offense and are not the subject of any unfavorable information at this time.

5. Before we continue, I want to remind you of the importance of presenting truthful testimony. It is a violation of Federal law to knowingly make a false statement under oath. Do you have any questions before we begin? Please raise your right hand so I may administer the oath.

Do you swear (or affirm) that the testimony you are about to give shall be the truth, the whole truth and nothing but the truth so help you God? Yes

7. Please list questions here:

Q: Does [5 USC 552 (b)(3),(6); 10 USC 130b] leave work early? If so how often?

A: Yes occasionally. Usually leaves as soon as IHA and MLC employees leave.

ENCLOSURE (3)

Q: Do you know the dates and times [5 USC 552 (b)(3),(6); 10 USC 130b] is not present for work?

A: Not specifically; it's random. He usually comes in between 0800-0900. More often the Supervisor places a "?" on the employee status board then later changes the status to "S/L" sick leave. I don't know if [5 USC 552 (b)(3),(6); 10 USC 130b] contacts him or not.

Q: How would you describe the climate of the work environment?

A: Equal opportunity does not exist in this office.

[5 USC 552 (b)(3),(6); 10 USC 130b] receives special privileges where others in the same office don't.

Q: Who receive special privileges? Why?

A: [5 USC 552 (b)(3),(6); 10 USC 130b]. Because he is usually not at work and when questioned about his whereabouts Richard Courtemanche covers for him as being sick. He is always sick when not in office.

Q: How long has [5 USC 552 (b)(3),(6); 10 USC 130b] been taking time off from work?

A: As long as Richard Courtemanche has been the supervisor; approximately 3-4 years.

8. Do you have anything else you wish to present? Most visitors inquire as to why [5 USC 552 (b)(3),(6); 10 USC 130b] is off from work so much. It's frustrating the inform callers over the phone for [5 USC 552 (b)(3),(6); 10 USC 130b] that they cannot give his whereabouts or a time or day he will be in office. I believe he received a letter of suspension about a year ago stemming from the same allegations. Also, there was a time that [5 USC 552 (b)(3),(6); 10 USC 130b] was asked by the previous supervisor to go pick up [5 USC 552 (b)(3),(6); 10 USC 130b] from his house. [5 USC 552 (b)(3),(6); 10 USC 130b] went to retrieve [5 USC 552 (b)(3),(6); 10 USC 130b] from his residence and brought him to work.

9. Who else do you think we should talk to, and why?

[5 USC 552 (b)(3),(6); 10 USC 130b], [5 USC 552 (b)(3),(6); 10 USC 130b], and [5 USC 552 (b)(3),(6); 10 USC 130b]. Can't remember [5 USC 552 (b)(3),(6); 10 USC 130b] last name at the moment. They work in same office.

10. To protect the confidentiality of IG investigations and the rights, privacy, and reputations of all people involved in them, we ask people not to discuss or reveal matters under investigation. Accordingly, we ask that you not discuss this matter with anyone except your attorney, if you choose to consult one.

11. Your testimony may be made part of an official inspector general record. Earlier, I advised you that while access is normally restricted to persons who clearly need the information to perform their official duties, your testimony may be released outside official channels. Individual members of the public who do not have an official need to know may request a copy of this record, to include your testimony. If there is such a request, do you consent to the release of your testimony outside official channels? CIRCLE YES OR NO.

[5 USC 552
(b)(3),(6); 10
USC 130b]

12. Do you have any questions? The time is 1330 , Date is 29 Dec 15 and the interview is concluded. Thank you.

WITNESS SIGNATURE

[5 USC 552 (b)(3),(6); 10 USC 130b]

INVESTIGATOR:

[5 USC 552 (b)(3),(6); 10 USC 130b]

[5 USC 552 (b)(3),
(6); 10 USC 130b]

ENCLOSURE 33

1. Name: [5 USC 552 (b)(3),(6); 10 USC 130b]
Rank: [5 USC 552 (b)]
Organization: MCCA Purchasing & Contracting
Home Tel #:
Work Tel #: [5 USC 552 (b)(3),(6); 10 USC 130b]

2. This investigation has been directed by the Commanding Officer, Marine Corps Air Station Iwakuni Japan in his letter dated: 1 Dec 15 concerning allegations as stated in the letter.

3. An inspector general is an impartial fact finder for the commander. Testimony taken by an IG and reports based on the testimony may be used for official purposes. Access is normally restricted to persons who clearly need the information to perform their official duties. In some cases, disclosure to other persons may be required by law or regulation, or may be directed by proper authority. Upon completion of this interview, I will ask you whether you consent to the release of your testimony if requested by members of the public pursuant to the Freedom of Information Act.

4. You are not suspected of any criminal offense and are not the subject of any unfavorable information at this time.

5. Before we continue, I want to remind you of the importance of presenting truthful testimony. It is a violation of Federal law to knowingly make a false statement under oath. Do you have any questions before we begin? Please raise your right hand so I may administer the oath.

Do you swear (or affirm) that the testimony you are about to give shall be the truth, the whole truth and nothing but the truth so help you God? (Yes) [5 USC 552 (b)(3), (6); 10 USC 130b]

7. Please list questions here:

Q: Does [5 USC 552 (b)(3),(6); 10 USC 130b] leave work early? If so how often?
A: Yes, often. It feels as if he only works 3 days a week compared to a full 5 day work week. He often arrives to work late and at times leaves immediately after the Japanese hires leave at 1630. He shouldn't be leaving prior to 1700 due to his work schedule of 0800-1700.

*Q: Who receives special privileges? Why?

A: [5 USC 552 (b)(3),(6); 10 USC 130b]. About a month ago [5 USC 552 (b)(3),(6); 10 USC 130b] left office and marked himself on the board as being on sick leave and left without saying anything to anyone to include the Supervisor, Richard Courtemanche, about his intentions to leave work. Richard made a remark out loud of not knowing [5 USC 552 (b)(3),(6); 10 USC 130b] left the office for the rest of the day when he read the employee status board. Don't remember the time of day this occurred.

Q: How would you describe the climate of the work environment?

A: Not good. All employees in Purchasing and Contracting work 5 days a week except [5 USC 552 (b)(3),(6); 10 USC 130b]. He works 4 days a week and at times even 3 days a week. It's not fair to the other employees. No explanation is ever given as to the whereabouts of [5 USC 552 (b)(3),(6); 10 USC 130b].

Q: How long has Alejandro been taking time off from work?

A: As long as I've been working there since October 2013.

Q: Do you like working for MCCA? If no why not?

A: Yes I like my job. I just don't like the work environment. I don't like how my supervisor treats the time at work as equal amongst all employees.

Q: Do you know the dates and times Alejandro Adame is not in office?

A: No it's random but usually by 1230 when he does come in late. I don't know if his absence is authorized or not. Sometimes he's expected to be back by noon but doesn't show up that day.

8. Do you have anything else you wish to present? (No [5 USC 552 (b)(3),(6)])

9. Who else do you think we should talk to, and why?
Nobody.

10. To protect the confidentiality of IG investigations and the rights, privacy, and reputations of all people involved in them, we ask people not to discuss or reveal matters under investigation. Accordingly, we ask that you not discuss this matter with anyone except your attorney, if you choose to consult one.

ENCLOSURE (3)

11. Your testimony may be made part of an official inspector general record. Earlier, I advised you that while access is normally restricted to persons who clearly need the information to perform their official duties, your testimony may be released outside official channels. Individual members of the public who do not have an official need to know may request a copy of this record, to include your testimony. If there is such a request, do you consent to the release of your testimony outside official channels CIRCLE YES OR NO

[5 USC
552 (b)
(3),(6)]

12. Do you have any questions? No The time is 1635 , Date is 11 Jan 16 and the interview is concluded. Thank you.

[5 USC 552 (b)(3),(6); 10 USC 130b]

WITNESS SIGNATURE: _____

[5 USC 552 (b)(3),(6); 10 USC 130b]

INVESTIGATOR: _____

[5 USC 552 (b)
(3),(6); 10 USC
130b]

ENCLOSURE 34

1. Name: [5 USC 552 (b)(3),(6); 10 USC 130b]
Rank: [5 USC 552 (b)]
Organization: MCCS Purchasing & Contracting
Home Tel #:
Work Tel #: [5 USC 552 (b)(3),(6); 10 USC 130b]

2. This investigation has been directed by the Commanding Officer, Marine Corps Air Station Iwakuni, Japan in his letter dated: 1 Dec 2015 concerning allegations as stated in the letter.

3. An inspector general is an impartial fact finder for the commander. Testimony taken by an IG and reports based on the testimony may be used for official purposes. Access is normally restricted to persons who clearly need the information to perform their official duties. In some cases, disclosure to other persons may be required by law or regulation, or may be directed by proper authority. Upon completion of this interview, I will ask you whether you consent to the release of your testimony if requested by members of the public pursuant to the Freedom of Information Act.

4. You are not suspected of any criminal offense and are not the subject of any unfavorable information at this time.

5. Before we continue, I want to remind you of the importance of presenting truthful testimony. It is a violation of Federal law to knowingly make a false statement under oath. Do you have any questions before we begin? Please raise your right hand so I may administer the oath.

Do you swear (or affirm) that the testimony you are about to give shall be the truth, the whole truth and nothing but the truth so help you God? Yes

7. Please list questions here:

Q: How would you describe the climate of your work environment?

A: Good; no complaints.

Q: Do you enjoy working at MCCS? If no why not?

A: Yes.

Q: Who, if anyone, receives special privileges?

A: I don't know.

ENCLOSURE (35)

Q: Does [5 USC 552 (b)(3),(6); 10 USC 130b] leave work early? If so how often?
A: Not before me because work schedule differs. My leaving time is 1630, his is 1700.

Q: How long has [5 USC 552 (b)(3),(6); 10 USC 130b] been taking time off from work?

A: Sometimes if [5 USC 552 (b)(3),(6); 10 USC] is not in office the supervisor Richard Courtemanche notifies the rest of the office of his absence. May write on board of his absence with sick leave.

8. Do you have anything else you wish to present?
Adame has not shown to work on one particular day that Richard was unaware. Not sure how [5 USC 552 (b)(3),(6); 10 USC] keeps up with work related duties if at times he is not at work but don't know for sure.

9. Who else do you think we should talk to, and why?
MCCS Finance because they frequently contact Purchasing & Contracting Office.

10. To protect the confidentiality of IG investigations and the rights, privacy, and reputations of all people involved in them, we ask people not to discuss or reveal matters under investigation. Accordingly, we ask that you not discuss this matter with anyone except your attorney, if you choose to consult one.

11. Your testimony may be made part of an official inspector general record. Earlier, I advised you that while access is normally restricted to persons who clearly need the information to perform their official duties, your testimony may be released outside official channels. Individual members of the public who do not have an official need to know may request a copy of this record, to include your testimony. If there is such a request, do you consent to the release of your testimony outside official channels? CIRCLE YES OR NO [5 USC 552 (b)(3),(6); 10 USC]

12. Do you have any questions? The time is 0940 , Date is 5 Jan 16 and the interview is concluded. Thank you.

WITNESS SIGNATURE: [5 USC 552 (b)(3),(6); 10 USC 130b]

INVESTIGATOR: [5 USC 552 (b)(3),(6); 10 USC 130b]

ENCLOSURE ()

1. Name: [5 USC 552 (b)(3),(6); 10 USC 130b]
Rank: [5 USC 552 (b)(3),(6)]
Organization: MCCA Purchasing & Contracting
Home Tel #:
Work Tel #: [5 USC 552 (b)(3),(6); 10 USC 130b]

2. This investigation has been directed by the Commanding Officer, Marine Corps Air Station Iwakuni Japan in his letter dated: 1 Dec 2015 concerning allegations as stated in the letter.

3. An inspector general is an impartial fact finder for the commander. Testimony taken by an IG and reports based on the testimony may be used for official purposes. Access is normally restricted to persons who clearly need the information to perform their official duties. In some cases, disclosure to other persons may be required by law or regulation, or may be directed by proper authority. Upon completion of this interview, I will ask you whether you consent to the release of your testimony if requested by members of the public pursuant to the Freedom of Information Act.

4. You are not suspected of any criminal offense and are not the subject of any unfavorable information at this time.

5. Before we continue, I want to remind you of the importance of presenting truthful testimony. It is a violation of Federal law to knowingly make a false statement under oath. Do you have any questions before we begin? Please raise your right hand so I may administer the oath.

Do you swear (or affirm) that the testimony you are about to give shall be the truth, the whole truth and nothing but the truth so help you God? Yes

7. Please list questions here:

Q: How would you describe the climate of your work environment?

A: Comfortable work environment. Gets along with everybody; team work environment. No complaints.

Q: Do you enjoy working at MCCA? If no why not?

A: It's ok.

ENCLOSURE 36

Q: Who, if anyone, receives special privileges?

A: To my prospective no one receives special privileges or special treatments. [5 USC 552 (b) (3),(6); 10 USC] is expecting a newborn. At times may have to leave for that.

Q: Does [5 USC 552 (b)(3),(6); 10 USC 130b] leave work early? If so how often?

A: Unaware because I leave work before [5 USC 552 (b) (3),(6); 10 USC] does. My work schedule is from 0730-1630. [5 USC 552 (b)(3), (6); 10 USC 130b] schedule is from 0800-1700.

Q: How long has [5 USC 552 (b)(3),(6); 10 USC 130b] been taking time off from work?

A: I really have no idea.

8. Do you have anything else you wish to present? No

9. Who else do you think we should talk to, and why?
Nobody.

10. To protect the confidentiality of IG investigations and the rights, privacy, and reputations of all people involved in them, we ask people not to discuss or reveal matters under investigation. Accordingly, we ask that you not discuss this matter with anyone except your attorney, if you choose to consult one.

11. Your testimony may be made part of an official inspector general record. Earlier, I advised you that while access is normally restricted to persons who clearly need the information to perform their official duties, your testimony may be released outside official channels. Individual members of the public who do not have an official need to know may request a copy of this record, to include your testimony. If there is such a request, do you consent to the release of your testimony outside official channels CIRCLE YES OR NO [5 USC 552 (b) (3),(6);]

12. Do you have any questions? The time is 0905, Date is 5 Jan 16 and the interview is concluded. Thank you.

WITNESS SIGNATURE

INVESTIGATOR:

ENCLOSURE 36



MARINE CORPS COMMUNITY SERVICES
PSC 561 BOX 1867
FPO AP 96310-0019

DSN FAX: 253-4629
COMMERCIAL: 011-81-827-79-3424
DSN: 253-3424

12751
5MCCS
10 Nov 15

From: Deputy Director, Marine Corps Community Services
To: [REDACTED], Contract Specialist

Subj: TERMINATION OF EMPLOYMENT DURING PROBATIONARY PERIOD

Ref: (a) MCO P12000.11A
(b) 5 U.S.C. § 3110

Encl: (1) MCCS Employment Check-out Sheet
(2) EEO Informal Complaint Process
(3) Verification of Personal Information

1. In accordance with the provisions of reference (a), you are hereby given notice that your employment with Marine Corps Community Services (MCCS) as a probationary employee is terminated effective today, 10 November 2015. The basis for this action is that your hiring was facilitated by the direct action and influence of your spouse, the Chief of NAF Human Resources, MCCS Iwakuni. This is a clear violation of reference (a), Chap 2, para 2105 and reference (b); as a result, your probationary employment must be terminated.

2. You were originally hired on 9 February 2015, therefore, per reference (a), you are categorized as a probationary employee. As noted by reference (a), termination during a probationary period is not considered a disciplinary action, and thus, does not warrant the right to appeal or grieve this action. Therefore, the decision to terminate your employment during your probationary period is final.

3. Please complete enclosure (1), MCCS Employment Check-out Sheet and return all equipment, materials, and information in electronic and paper format that you have in your possession to the undersigned. Enclosure (2) is provided for your information regarding the EEO Informal Complaint Process. Please complete enclosure (3) in order for MCCS to ensure that all correspondence related to this personnel action can be properly forwarded to you.

ENCLOSURE (3)

Subj: TERMINATION OF EMPLOYMENT DURING PROBATIONARY PERIOD

4. Any questions concerning this correspondence may be referred to [5 USC 552 (b)(3),(6); 10 USC 130b], Deputy Director MCCA Iwakuni, at phone number [5 USC 552 (b)(3),(6); 10 USC 130b] or by email at [5 USC 552 (b)(3),(6); 10 USC 130b].

[5 USC 552 (b)(3),(6); 10 USC 130b]

Copy to:
NAF HR

[5 USC 552 (b)(3),(6); 10 USC 130b]

*refused to
Sign*

Addressee's Signature and Date

[5 USC 552 (b)(3),(6); 10 USC 130b]

11/10/15

1. Name: [5 USC 552 (b)(3),(6); 10 USC 130b]
Rank: *Unemployed*
Organization *MCCS*
Home Tel #: [5 USC 552 (b)(3),(6); 10 USC 130b]
Work Tel #:

2. This investigation has been directed by the Commanding Officer, Marine Corps Air Station Iwakuni Japan in his letter dated: 1 Dec 15 concerning allegations as stated in the letter.

3. An inspector general is an impartial fact finder for the commander. Testimony taken by an IG and reports based on the testimony may be used for official purposes. Access is normally restricted to persons who clearly need the information to perform their official duties. In some cases, disclosure to other persons may be required by law or regulation, or may be directed by proper authority. Upon completion of this interview, I will ask you whether you consent to the release of your testimony if requested by members of the public pursuant to the Freedom of Information Act.

4. You are not suspected of any criminal offense and are not the subject of any unfavorable information at this time.

5. Before we continue, I want to remind you of the importance of presenting truthful testimony. It is a violation of Federal law to knowingly make a false statement under oath. Do you have any questions before we begin? Please raise your right hand so I may administer the oath.

Do you swear (or affirm) that the testimony you are about to give shall be the truth, the whole truth and nothing but the truth so help you God?

7. Please list questions here:

See attached questionnaire.

8. Do you have anything else you wish to present?

9. Who else do you think we should talk to, and why?

ENCLOSURE 38

10. To protect the confidentiality of IG investigations and the rights, privacy, and reputations of all people involved in them, we ask people not to discuss or reveal matters under investigation. Accordingly, we ask that you not discuss this matter with anyone except your attorney, if you choose to consult one.

11. Your testimony may be made part of an official inspector general record. Earlier, I advised you that while access is normally restricted to persons who clearly need the information to perform their official duties, your testimony may be released outside official channels. Individual members of the public who do not have an official need to know may request a copy of this record, to include your testimony. If there is such a request, do you consent to the release of your testimony outside official channels CIRCLE YES OR NO.

[5 USC 552
(b)(3),(6); 10
USC 130b]

12. Do you have any questions? The time is 1445, Date is 1 Dec 15 and the interview is concluded. Thank you.

[5 USC 552 (b)(3),(6); 10 USC 130b]

WITNESS SIGNATURE: _____

[5 USC 552 (b)(3),(6); 10 USC 130b]

INVESTIGATOR: _____

[5 USC 552
(b)(3),(6); 10
USC 130b]

ENCLOSURE (38)

Q: Who is [5 USC 552 (b)(3),(6); 10 USC] ?

A: Deputy Director of HR for MCCA, Iwakuni

Q: Did [5 USC 552 (b)(3),(6); 10 USC 130b] misuse her position in that she engaged in a business transaction with a subordinate employee?

A: Yes has been seen on numerous occasions by multiple eye witnesses driving a car she allegedly purchased for her husband. Car was purchased from [5 USC 552 (b)(3),(6); 10 USC], a subordinate employee. Husband of [5 USC 552 (b)(3),(6); 10 USC], expressed to [5 USC 552 (b)(3),(6); 10 USC] that car purchased for [5 USC 552 (b)(3),(6); 10 USC].

Q: In what way was [5 USC 552 (b)(3),(6); 10 USC 130b] not following overtime procedures?

A: Overtime was not submitted nor approved prior to execution of work conducted by [5 USC 552 (b)(3),(6); 10 USC].

Q: When and where was the chair given to Mr. Courtemanche?

A: At Exchange parking lot on or about the 26/27 October 2015 at approximately 1000. Chair purchased for \$125.00 from U.S. It is green in color with beige cushion; brand new condition and never used. It was asked for with exchange of highering [5 USC 552 (b)(3),(6); 10 USC] for the position of NF-4 Contracting Specialist at MCCA.

Q: Who is Richard Courtemanche?

A: Contracting Officer for MCCA

Q: Have you observed Richard Courtemanche misuse his position in any other fashion?

A: Yes, he allows [5 USC 552 (b)(3),(6); 10 USC 130b] to take 1-2 days off every single week. He has a second job elsewhere and works there while on the clock at MCCA. Richard Courtemanche second job is believed to be off station. Witnesses to this action are:

[5 USC 552 (b)(3),(6); 10 USC 130b]

[5 USC 552 (b)(3),(6); 10 USC 130b]

[5 USC 552 (b)(3),(6); 10 USC 130b] can confirm [5 USC 552 (b)(3),(6); 10 USC 130b] leave is not reported correctly by Richard Courtemanche.

ENCLOSURE (38)

Part II - Allegation Details

Identify Wrongdoing Person No.1

Person's Status	Civilian Employee
Person's Rank / Title / Grade	NF4 contracting officer
Person's Full Name	Courtemanche , Richard
Where does this individual work?	MCCS Iwakuni Japan

Summary of Your Complaint

What did the person(s) do or fail to do that was wrong?

Richard Courtemanche was in need of a baby high chair for his 1 year old son. He asked me if I could give him a my baby chair that I purchased in the USA for \$125 and was never used it is basically new. He told me that if I will give him the chair he promised to promote me from my current position of NF3 to NF4 contract specialist. I gave him the baby chair the day of October 27th 2015 out side the parking lot of our office at 1030am. I believe that it was the same month that he was interviewing for the NF4 contract specialist that he promised me in exchange of the baby chair. This is an act of Bribery, conflict of interest. Remember, a COR should not accept a gift in return for being influenced to perform an official act. In addition Richard Courtemanche is not timing one of his employees ^{(5 USC 552 (b)(3), (6); 10 USC 1301)}, which happen to be his best long time friend and coworker from Okinawa. When ^{(5 USC 552 (b)(3), (6); 10 USC 1301)} takes between 1 to 2 days off for the last year each week Richard Courtemanche is reporting in the book that he was present in the office so he can still get paid. Totally is totally fraud to the Federal Government. All the Japanese employer in the contracting office are well aware of this situation but very afraid to report this act. He is giving all of ^{(5 USC 552 (b)(3), (6); 10 USC 1301)} work to the Japanese to do. We are allowed no more than two, 15 minute breaks a day. Richard allows ^{(5 USC 552 (b)(3), (6); 10 USC 1301)} to take up to four hour minimum smoke breaks daily. He never has to account for his whereabouts on the office white board like all other employees. He gives him special favors and priveledges.

When did the incident(s) occur?	The bribery occurred on October 27th 2015.
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ENCLOSURE (40)



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS PACIFIC - MARINE CORPS BASE CAMP BUTLER
UNIT 35001
FPO AP 96373-5001

5041
CIG
24 Dec 15

From: Deputy Command Inspector General
To: Commanding Officer, Marine Corps Air Station, Iwakuni
(Attn: Station Inspector)

Subj: INSPECTOR GENERAL OF THE MARINE CORPS CASE #15334

Ref: (a) MCO 5430.1
(b) Marine Corps Inspector General Program Investigations
Guide, August 2009

Encl: (1) Hotline Complaint #15334

1. Per reference (a), the enclosure is forwarded as a matter under your cognizance. At a minimum, the following allegation must be investigated: Mr. Richard Courtemanche improperly accepted a gift in exchange for promising to promote [5 USC 552 (b)(3),(6); 10 USC 130b] in violation of the Code of Federal Regulations, Title 5, Subsection 2635.202(c) on or about 27 October 2015.

2. Within 45 days of the date on this letter, provide the completed investigation in the form of a Hotline Completion Report (HCR), the Legal Sufficiency Review (LSR) and command endorsement expressing concurrence or non-concurrence with the investigating officer's determination to the MCIPAC Command Inspector General (CIG).

3. If the matter is referred to the Naval Criminal Investigative Service (NCIS) or the Criminal Investigative division (CID), advise the MCIPAC CIG of the NCIS/CID case control number and continue to monitor until closure. Upon closure, obtain a copy of the investigation and forward to the MCIPAC CIG.

4. At the conclusion of any administrative, judicial, non-judicial, or other corrective actions(s), provide any final disposition(s) by separate correspondence. Do not delay the submission of the investigation pending completion of command action.

5. The point of contact is [5 USC 552 (b)(3),(6); 10 USC 130b] or, email:
[5 USC 552 (b)(3),(6); 10 USC 130b]

[5 USC 552 (b)(3),(6); 10 USC 130b]

Copy to:
Files

DOD HOTLINE CASE REFERRAL

1. FROM:	2. TO	PRIORITY DISPOSITION	3. HOTLINE CASE NO.
Department of Defense Hotline The Pentagon Washington, DC 20301 - 1900 Fax: (703) 604-8567, DSN 664-8567 HOTLINE: 1-800-424-9098	Agency: USMC Sub-Agency: USMC IG	___ Priority 1	20151201-034496-CASE-02
		<input checked="" type="checkbox"/> Priority 2	4. REFERRAL DATE
		___ Congressional	12/04/2015
		___ Priority 3	5. SUSPENSE DATE
			03/04/2016

6. INDEPENDENCE

In all matters relating to investigative work, the investigative organization must be free, both in fact and appearance, from impairments to independence; must be organizationally independent; and must maintain an independent attitude. This standard places upon agencies; audit, inspection, and investigative organizations; and individuals assigned to conduct inquiries the responsibility for maintaining independence, so that findings, judgments, conclusions, and recommendations will be impartial and will be viewed as impartial by knowledgeable third parties. If your organization's independence is impaired, in fact or appearance, take no investigative actions and contact the DoD Hotline Point of Contact for this Referral (Item 10 below) immediately.

7. ACTION REQUIRED

X	a. ACTION REFERRAL. The attached complaint is referred to your Component for ACTION. Conduct an inquiry and provide this office a DoD Hotline Completion Report by the suspense date in Item 5 above. If more time is needed, submit a written extension request to the DoD Hotline Point of Contact for this Referral (Item 10 below) before the suspense date stating the reason for the delay and the anticipated completion date.
	b. INFORMATION REFERRAL. The attached complaint or disagreement is referred to your Component for INFORMATION. The DoD Component Hotline Coordinator is required to examine the referral to determine if an inquiry is warranted; however, a DoD Hotline Completion Report is not required unless your Component conducts an inquiry and that inquiry results in corrective action.

8. ADDITIONAL INFORMATION

	a. SUPPLEMENT. Supplement to previous referral under this case number.
	b. IDENTITY OF THE SOURCE. <input type="checkbox"/> Anonymous source. <input type="checkbox"/> The source did not consent to the disclosure of his or her identity. If you need the source's help during an investigation, contact the DoD Hotline Point of Contact for this Referral (Item 10 below).
	c. REPRISAL COMPLAINT. This case is NOT being sent to you for the reprisal matter. For questions about reprisal contact WhistleblowerReprisalQueries@dodig.mil.
	d. DOD SENIOR OFFICIALS. This case is NOT being sent to you for the senior official matter. In the event you develop a credible allegation of senior official misconduct, you must notify DoD IG Directorate for Investigation of Senior Officials, IAW DoDD 5505.06.

9. DOD HOTLINE REMARKS *(If more space is needed, use HL FM 3, Continuation Sheet for Hotline Forms.)*

NCIS declined case-01, noting: "NCIS declines to initiate an investigation into this complaint because the criminal allegation (gift of a \$125.00 highchair to influence an official act by a govt employee) does not meet our investigative threshold. The other allegations mentioned in this complaint are personnel matters vice criminal, thus outside the purview of NCIS. We request this complaint to be sent to the USMC IG for consideration.

10. DOD HOTLINE POINT OF CONTACT FOR THIS REFERRAL

a. NAME	b. TELEPHONE	c. E-MAIL ADDRESS
[5 USC 552 (b)(3),(6); 10 USC 130b]	[5 USC 552 (b)(3); 10 USC 130b]	[5 USC 552 (b)(3),(6); 10 USC 130b]

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FROM: internaldod hotline@DODIG.MIL
SUBJECT: FW: 20151115220647336_hotline_webform.XML
DATE: 11/15/2015 22:08:11

From: noreply@dodig.mil
Sent: Sunday, November 15, 2015 10:07:16 PM (UTC-05:00) Eastern Time (US & Canada)
To: Internal DoD Hotline
Subject: 20151115220647336_hotline_webform.XML

Part I - Your Information

Anonymous	No
Permission	Yes
Full Name	[5 USC 552 (b)(3),(6); 10 USC 130b]
Employee Status	Civilian Employee
Assigned DoD Branch	Marine Corps
Other Agency or Office	
Organization / Location	
Job Title / Series / Grade	
E-mail Address	[5 USC 552 (b)(3),(6); 10 USC 130b]
Mailing Address	[5 USC 552 (b)(3),(6); 10 USC 130b]
Home Telephone	
Work Telephone (Commercial)	
Work Telephone (DSN)	
Mobile Telephone	
Interview	Yes

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Person's Status	Civilian Employee
Person's Rank / Title / Grade	NF4 contracting officer
Person's Full Name	Courtemanche, Richard
Where does this individual work?	MCCS Iwakuni Japan

Summary of Your Complaint

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